

# Memo

**To:** Front Office  
**From:** Management  
**Date:** April 20, 2021  
**Re:** Dress Code

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This memo is just a reminder that here at our Blue Fish offices, we would like to convey a professional and positive image to all our patients and the public. Remember that the way you dress conveys how people view our practice.

**Outline of Proper Clothing:** All employee's work attire must fall within the following work attire guidelines.

- **Slacks/pants (Acceptable)**- khakis, slacks, and jeans are acceptable, provided they are clean and wrinkle free.

**(Unacceptable)**-Torn clothing, sweat pants, or sweat suits, and leggings.

- **Shirts (Acceptable)**- Button up shirts, Regular Polo shirts, or Polo shirts with the Blue Fish and Memorial Hermann logo, Blue Fish t-shirts are allowed.

**(Unacceptable)**-Sweatshirts, tank tops, halter tops, shirts with large lettering or logos, and clothes that are distracting and revealing are not allowed.

- **Footwear (Acceptable)**- Items such as loafers, boots, flats, leather casual shoes, and sneakers are acceptable.

**(Unacceptable)**-Flip flops, sandals and slippers are considered unacceptable.

As you all know, we have established a relaxed Friday. This means that every Friday all of our Blue Fish staff members can wear any color scrubs or a Blue Fish t-shirt with jeans.

Let's all work together to make the flexibility of business casual wear a positive experience. If you have any questions on the above information, please discuss with your office manager or your supervisor.

Thank you for your attention and consideration of this matter.